

MINUTES

FINANCE COMMITTEE MEETING

June 8, 2016 - 1:00 p.m.

**Kane Co. Emergency Services Training Facility/Search & Rescue Building
30 West Airport Drive, Kanab, Utah**

MEMBERS IN ATTENDANCE

Commissioner Mike Dalton, Chair
Commissioner Dell LeFevre, Vice-Chair
Commissioner Dale Brinkerhoff
Commissioner Jim Matson
Commissioner Victor Iverson

REPRESENTING

Beaver County Commissioner Representative
Garfield County Commissioner Representative
Iron County Commissioner Representative
Kane County Commissioner Representative
Washington County Commissioner

OTHERS IN ATTENDANCE

Bryan Thiriot
Allison McCoy
Jo Seegmiller
Ron Wilson

Five County Association of Governments
Five County Association of Governments
Five County Association of Governments
Forestry, Fire and State Lands

Commissioner Mike Dalton, Chair, called the meeting to order and welcomed those in attendance. It was noted that a quorum was present to conduct business.

I. MINUTES - REVIEW AND APPROVE - APRIL 20, 2016

Commissioner Mike Dalton presented minutes of the April 20, 2016 meeting for discussion and approval.

MOTION WAS MADE BY COMMISSIONER JIM MATSON, SECONDED BY COMMISSIONER DALE BRINKERHOFF, TO APPROVE MINUTES OF THE APRIL 20, 2016 MEETING AS PRESENTED. MOTION CARRIED BY UNANIMOUS VOTE.

II. UTAH STATE DIVISION OF FORESTRY WILDFIRE PLANNING PRESENTATION/PROPOSAL

Mr. Ron Wilson, Forestry, Fire and State Lands, reported that he has been meeting individually with each of the county commissions to discuss wildfire planning and issues. He provided a brief summary of funding that has been available since 2002 to reduce fuels in various areas that surround communities. Funding is now becoming available from the state catastrophic wildfire committee to perform the same type of work. There is also opportunity to receive funding from the Natural Resource Conservation Service (NRCS) for fuel reduction work. The U.S. Forest Service is also providing funding opportunities. Because of limited capacity, the division is not able to take advantage of all of these funding opportunities. Staff spends a fair amount of time working with land owners to gain permission to work on their property. This has resulted in a bottleneck for getting funding out on the ground to perform the necessary work. In the past when there were a lot of fires,

communities were anxious to have this type of work performed. The division previously contracted with the Five County AOG for work with communities to develop a Wildfire Protection Plan for the Five County region. This planning effort helped to stimulate interest and provided motivation for communities to participate. It has become more and more difficult for division staff to get the monies out on the ground because there is not a lot of interest in communities. With the advent of new fire policy, staff has determined that contracting to update the Wildfire Protection Plan may help to again stimulate interest with communities. There is a regional catastrophic wildfire committee that meets to discuss wildfire issues. This committee has determined that execution of another contract with the Five County Association of Governments to update this plan would be a good option. This proposal was presented to the state of Utah Catastrophic Wildfire Committee, and a one-year funding amount of \$75,000 was approved. As part of this offer, counties must come on board with a commitment to keep this going for a three year period. The \$75,000 is in place beginning July 1, 2016, but counties will need to provide funding to keep the planning effort active for an additional two years. Commissioner Mike Dalton asked if each county would participate with an equal share or how the additional funding would be split between counties. Mr. Wilson indicated that they had proposed an equal funding amount of \$15,000 per county for the two additional years. This would part of the county participation monies associated with the new fire policy. In essence, a portion of county participation funds would be directed to prevention rather than fighting fires. It was noted that the new fire policy begins in January 2017. The cost of this position would be included in the amount of each county's participation fund requirement. Preliminary participation rates were reviewed as follows: **1) Iron County-- \$117,219; 2) Washington County-- \$121,974; 3) Kane County-- \$126,902; 4) Garfield County-- \$27,216; and 5) Beaver County-- \$43,233** These amounts are calculated based on a ten year fire history plus risk. The risk assessment is a big determining factor. A ten year period was utilized to knock off the highs and lows. The fire warden and other types of support would be added on to this amount. Mr. Wilson noted that all of the counties have a tremendous amount of work to reduce fuels and it will take a long time to address the issue. As previously stated, there are additional monies available from a number of funding sources that can be utilized for fuel reduction. The three year time frame works well in terms of completing all of the community wildfire protection plans. Funding would be provided from the state of Utah to the Five County AOG to hire an employee to perform the work. Supervision in terms of the work accomplished would be provided through the State Forestry and Fire staff. This employee would work with communities to develop fire councils to update their community fire plans and to stimulate interest in participating in fuel reduction projects. Each county needs to provide a commitment to continue the program for the second and third year prior to the state releasing the \$75,000 in funding to the Five County AOG for the first year. This commitment would need to be provided by each county commission to the Division of State Forestry, Fire and Trust Lands. Mr. Wilson asked that each county contact him as soon as possible to provide their commitment.

III. WEATHERIZATION PROGRAM REPORT

Mr. Bryan Thiriot indicated that a status report was forwarded via e-mail to members prior to today's meeting for review. There have been several new employees hired and Mr. Doug Carlson has reached his term for the corrective action. Mr. Thiriot asked for comments from members in terms of the program update that was provided. Commissioner Victor Iverson commented that it is proposed that Mr. Carlson's primary work station remain in the

St. George office. Mr. Thiriot reviewed his recommendation which includes intermittent work out of the Cedar City office as well as work out of St. George. Ms. Jo Seegmiller reported that Mr. Carlson has been on a corrective action plan for a period of nine weeks. Every item has been reviewed and monitored to where everything has been resolved. At this point, Mr. Carlson has met all of the corrective actions as outlined. Commissioner Victor Iverson suggested that no action be taken and to remain status quo until the next Finance Committee meeting.

MOTION WAS MADE BY COMMISSIONER DALE BRINKERHOFF, SECONDED BY COMMISSIONER VICTOR IVERSON, TO TABLE THE AGENDA ITEM WITH NO ACTION TAKEN AND THINGS TO REMAIN STATUS QUO UNTIL THE NEXT FINANCE COMMITTEE. MOTION CARRIED BY UNANIMOUS VOTE.

Commissioner Dale Brinkerhoff mentioned that the job description, as well as Mr. Gary Zabriskie's evaluation reflecting disapproval in terms of supervision, need to be discussed at the next meeting.

IV. FY 2016 BUDGET REVISIONS

Ms. Allison McCoy referenced FY 2016 budget revisions that were provided in the meeting packet for review. The main change is reflected with Five County remaining as the host for the Rural Foster Grandparent program with no match requirement. The budget revisions reflect an increase in funding (\$308,000) to operate this program through June 30, 2016. This particular program is not included in the FY 2017 budget. The total increase in the FY 2016 budget reflects approximately \$500,000 in additional revenue. There were a few increases in Aging program budgets.

MOTION WAS MADE BY COMMISSIONER DALE BRINKERHOFF, SECONDED BY COMMISSIONER VICTOR IVERSON, TO APPROVE FY 2016 BUDGET REVISIONS AS PRESENTED. MOTION CARRIED BY UNANIMOUS VOTE.

V. FY 2017 BUDGET

Ms. Allison McCoy reported an approximate \$6,000 increase in the FY 2017 budget over the FY 2016 budget. The Earn-it Keep-it Save-it, VITA and IRS were separated out as specific cost centers. A new program entitled Continuum of Care was included in the budget. Commissioner Dale Brinkerhoff voiced concern with passing the budget for the Weatherization program. Commissioner Mike Dalton suggested passing the budget with funding for this program to remain status quo. If the Finance Committee determines that changes are required, the budget can be opened and amended at that time. The Finance Committee took action previously to approve a cost-of-living increase, health insurance and other fringe benefits that have been included in the FY 2017 budget.

MOTION WAS MADE BY COMMISSIONER DALE BRINKERHOFF, SECONDED BY COMMISSIONER JIM MATSON, TO APPROVE THE FY 2017 BUDGET AS PRESENTED FOR FORMAL APPROVAL OF THE STEERING COMMITTEE. MOTION CARRIED BY UNANIMOUS VOTE.

VI. PAY FOR PERFORMANCE / NEW JOB TITLE PERSONNEL RECOMMENDATIONS

Mr. Bryan Thiriot reviewed his recommendations for pay for performance increases and new job titles for personnel as follows: **1) Myron Lee, Transportation--** Promotion from MPO Planning Manager to the position of MPO Planning Director. This includes a salary increase from \$5,429 a month to \$5,683 per month; **2) Tammy Douglas, Care About Child Care--** Promotion from Quality Improvement Specialist to Training Supervisor, with a salary increase from \$2,447 to \$2,844 per month; **3) Nathan Reeves, Care About Child Care Data Specialist--** Pay for performance increase from \$2,447 to \$2,597 per month; **4) Joshua Weaver, Weatherization--** Promotion from Weatherization Energy Technician to Weatherization Energy Auditor, with a salary increase from \$2,772 to \$2,844 per month; **5) Scott Bolander, Weatherization--** Promoted from Weatherization Coordinator to Inventory Control Specialist UCI Inspector, with a salary increase from \$3,075 to \$3,247 per month; **6) Janeil Jackson, Aging--** Increase from 20 to 29 hours per week, with a salary increase from \$2,221 to \$3,296 per month; **7) Kristi Lasson, Aging--** Increase from 24 to 29 hours per week, with a salary increase from \$2,466 to \$3,053 per month; **8) Megan McCourt, Aging--** Increased from 3/4 time to full time, with a salary increase from \$2,318 to \$3,247 per month. Megan has waived health insurance coverage.

Mr. Thiriot reported that Carolyn Moss retired after 15 years of service in the aging programs. Funding to cover the above mentioned promotions and/or pay for performance increases has been included in the FY 2017 budget. It was also reported that the increases to employees will not have an impact on deliverables provided in the various programs.

MOTION WAS MADE BY COMMISSIONER DALE BRINKERHOFF, SECONDED BY COMMISSIONER JIM MATSON, TO APPROVE THE PAY FOR PERFORMANCE AND/OR PROMOTIONS AS PRESENTED FOR RECOMMENDATION AND FORMAL APPROVAL OF THE STEERING COMMITTEE. MOTION CARRIED BY UNANIMOUS VOTE.

VII. COUNTY NATURAL RESOURCE PLANNING UPDATE

Commissioner Jim Matson reported that a conference call was conducted recently with the county planners and resource specialists to address initial questions and that the 11 counties will be working to resolve in this planning process. It was determined that a face-to-face meeting of the county planners and resource specialists would be scheduled in the near future to address issues and questions. Several questions have surfaced in terms of mapping scale, who is supplying the data, items provided by the Public Lands Planning and Coordination Office (PLPCO), etc. There have been some initial draws from funds which are set aside at the AOGs as per individual consultant contracts. There is still some work needed on hydrology, watershed, and wildlife. This will likely require an additional consultant to perform work in these areas. Mr. Bryan Thiriot indicated that by the end of June/July, many of the consultants will be providing a draft update to each of the counties. It was noted that the Citrix Sharefile (drop box) has been setup and is functional utilizing password protections at this time. A number of individuals are participating in the writing of these plans at the county level. Commissioner Mike Dalton suggested that the meeting be scheduled for a location in Paiute County which would be a central location for both Five County and Six County. Commissioner Jim Matson mentioned that county resource management plans must be completed by June 30, 2017. It is anticipated that by fall there

will be some draft plans available for review and comment. It is important that counties have good resource management plans to enable coordination with federal agencies.

VIII. OTHER BUSINESS

None.

The meeting adjourned 2:00 p.m.

DRAFT